



# **Architect of the Capitol**

Requisition #: CD170008 / IFBCD170008

## **ELECTRICAL EQUIPMENT FOR JAMES MADISON MEMORIAL BUILDING LIBRARY OF CONGRESS UPS PROJECT STATEMENT OF WORK (SOW)**



DATE: (1/13/17)

**1.0 General.** LC08023E James Madison Memorial Building, Library Of Congress  
Uninterruptable Power Supply Replacement, Main Data Center, Phase 1, JMMB

**1.1 Short Description.** This procurement will provide the Library of Congress (LOC) with replacement electrical equipment needed for the project.

**1.2 Background.** The Architect of the Capitol (AOC) is responsible to the United States Congress and the Supreme Court for maintenance, operation, development, and preservation of the United States Capitol Complex. The Construction Division jurisdiction of the AOC manages facilities on the Capitol grounds which includes The Capitol Building, The Capitol Visitor's Center, The Senate Office Buildings, The House of Representatives Office Buildings, The United States Courts Buildings, The Library of Congress Buildings, Capitol Parks, The United States Botanic Garden, and The Capitol Power Plant.

The AOC Construction Division is soliciting contractor services for the replacement of uninterruptable power supply equipment as it has surpassed its usable life expectancy.

**1.3 Objectives.** The primary objective is to provide a reliable, uninterruptable power supply for the James Madison Memorial Building, LOC.

**1.4 Scope.** The Contractor shall provide all labor, material, equipment, quality control, and supervision necessary to complete the project within the given timeframe as specified in Item 1.7 "Period of Performance," herein. Contractor shall supply listed equipment for AOC installation at place of performance. The Contractor shall also provide on-site Manufacturer compliant commissioning requirements / service which shall include but not be limited to Item No. 3.1 "Field Quality Control" of Specification Section 26 3353 "Infrastructure UPS Replacement, Main Data Center, Phase I, JMMB. The startup / commissioning services shall meet or exceed all requirements and procedures of the supplied equipment manufacturer's requirements which includes but is not limited to start up and functional testing of equipment and systems; and training on equipment and systems use and maintenance.

**1.5 Contract Type.** Firm Fixed Price

**1.6 Place of Performance/Hours of Operation.** Following Government installation of the equipment, on-site Manufacturer compliant commissioning and startup" shall be conducted at the Library of Congress James Madison Memorial Building, 1<sup>st</sup> and C Streets, S.E., Washington, D.C. All commissioning, to include equipment and systems tests, shall be coordinated with the COTR and scheduled during the hours of 06:00AM – 04:00PM, Monday - Friday, excluding Federal Holidays. All training shall be coordinated with the COTR and scheduled during the



hours of 7:00AM-3:30PM, 3:30PM-11:00PM and 11:00PM-7:00AM, Monday – Friday, excluding Federal Holidays.

### **1.7 Period of Performance.**

1.7.1 Bid Base: the period of performance of the resultant contract shall not exceed 398 calendar days from award, this includes the timeframe for Government installation of all UPS equipment and all on-site manufacturer compliant commissioning requirements, equipment and systems tests, and user training.

1.7.2 Bid Option #1: if exercised at time of award of bid base, its period of performance is included in the performance period of the bid base stated in Item 1.7.1, above.

### **1.8 Funding.**

1.8.1 Bid Base is funded with multi-year funds (i.e., 2015 – 2019 R0155 LC08023E P3203n)

1.8.2 Bid Option #1 is funded with multi-year funds (i.e., 2015 – 2019 R0155 LC08023E P3203n)

**1.9 Privacy Act.** As a Legislative Branch Agency, the AOC is not subject to the privacy and information security laws applicable to Executive Branch agencies. The AOC anticipates that services provided under this contract will not require that Contractor personnel have access to Personally Identifiable Information (PII).

**1.10 Personal Service.** The work required under this contract is not personal services, either in the way the SOW is written or in the manner in which the resultant contract will be managed and overseen. The Contracting Officer's Technical Representative (COTR) shall be advised of all activities which require AOC action. **All Contractor personnel** providing services under this contract shall appropriately identify themselves as a Contractor employee at the start of meetings, in telephone conversations and in formal and informal written correspondence.

**1.11 Security.** See AOC52.223-5 "Special Security Requirements – Services (Feb 2010)" in Section G of the IFB

**1.12 Safety.** Contractor shall comply with AOC Clause AOC52.223-9 Accident Prevention and Safety and Health Programs (Sep 2004) in Section I of the IFB

**1.13 Energy Efficiency/Compliance.** N/A

**1.14 Sustainability.** N/A

**1.15 Key Personnel.** N/A

**1.16 Quality Control.** The Contractor shall maintain high standards of accuracy. The contractor shall provide a brief description of its Quality Control plan to the AOC-COTR within 20 calendar



days after the kick-off meeting. See Milestone Schedule included in Item 5.3, herein. The Contractor's designated point of contact shall be responsible for addressing quality issues identified by the CO and/or COTR.

**1.17 Records/Data.** Contractor shall provide all equipment submittals for AOC approval prior to manufacturing. See Milestone Schedule included in Item 5.3, herein. The Contractor shall provide all start up/commissioning reports, operation and maintenance manuals, and warranty documentation for all supplied equipment prior to final payment.

**1.18 Packaging/Packing/Shipping Instructions.** All Packaging must be labeled with an AOC Contract number (*insert at contract award*). In accordance with FAR Clause 52.247-34 "FOB Destination (Nov 1991)" incorporated by reference in Section F of the IFB, the Contractor shall be responsible for the cost of shipping and risk of loss. As such, the shipping cost shall be included in the firm-fixed price for each piece of equipment, as applicable. All equipment shall be delivered FOB Destination to:

AOC Construction Division Warehouse  
1509 Cabin Branch Drive  
Landover, MD 20785  
(301) 322-5363

Shipments will be received between 6:00am and 2:00pm, Monday through Friday, excluding Federal Holidays. [see AOC Clause AOC52.223-8 "Delivery Vehicle Inspection Requirements (Apr 2008)" in Section I of the IFB.]

**1.19 Applicable Documents.**

- Drawing EP401 – Partial Grounded Floor Plan – Power – New Work – Base Bid (dated August 26, 2015) 1 page
- Drawing E502 Electrical One –Line Diagram – Base Bid (dated August 26, 2015) – 1 page
- Drawing E503 Electrical Riser Diagram – Base Bid (dated August 26, 2015) – 1 page
- Drawing E504 Electrical – Details UPS Switchboards (dated August 26, 2015) – 1 page
- Drawing E601 Electrical Schedules (dated August 26, 2015) – 1 page
- AOC Project No. LC08023E:
  - Section 26 0573 Overcurrent Protective Device Coordination Study dated January 13, 2017 (Total – 10 pages)
  - Section 26 2413 Switchboards dated January 13, 2017 (Total – 8 pages)



- Section 26 3353 Static Uninterruptible Power Supply dated January 13, 2017 (Total – 16 pages)
- Section 26 3613 Static Transfer Switches dated January 13, 2017 (Total – 6 pages)

#### **1.20 Points of Contact.**

**Contracting Officer** – Marlene Sherman  
Acquisitions & Materials Management Division  
Phone: 202.226.1934  
Email: [msherman@aac.gov](mailto:msherman@aac.gov)

**COTR** – Jeff Rye  
Construction Division  
Phone: 202.226.8889  
Email: [jerye@aac.gov](mailto:jerye@aac.gov)

#### **2.0 Definitions & Acronyms.**

AOC – Architect of the Capitol

CO – Contracting Officer

COTR – Contracting Officer Representative

JMMB – James Madison Memorial Building

LOC – Library of Congress

UPS – Uninterruptible Power Supply

USCP – United States Capitol Police

[See AOC52.201-1 “Definitions (Jun 2004) in Section I “Contract Clauses” of the IFB]

[See FAR 5202-1 “Definitions (Nov 2013) in Section I “Contract Clauses” of the IFB]

#### **3.0 Government Furnished Property (GFP).** N/A.

**4.0 Contractor Furnished Items.** The Contractor shall deliver all supplies and provide all services listed in Section B “Supplies or Services and Prices/Costs” and this SOW and its enclosures.



- UPS #1 AND ASSOCIATED BATTERY STRINGERS, per PROVIDED SPECIFICATION SECTION, 26 3353 STATIC UNINTERRUPTIBLE POWER SUPPLY
- UPS DISTRIBUTION AND BYPASS SWITCHBOARD SWBD-UPS1A, per PROVIDED SPECIFICATION SECTIONS, POWER DISTRIBUTION UNITS, 26 2413 SWITCHBOARDS
- UPS DISTRIBUTION AND BYPASS SWITCHBOARD SWBD-UPS2A, per PROVIDED SPECIFICATION SECTION, POWER DISTRIBUTION UNITS, 26 2413 SWITCHBOARDS
- PANEL PPM1, per PROVIDED SPECIFICATION SECTION, 26 2413 PANELBOARDS
- PANEL PPM2, per PROVIDED SPECIFICATION SECTION, 26 2413 PANELBOARDS
- UPS DISTRIBUTION SWITCHBOARD SWBD-UPS1B, per PROVIDED SPECIFICATION SECTION, 26 2413 SWITCHBOARDS
- UPS DISTRIBUTION SWITCHBOARD SWBD-UPS2B, per PROVIDED SPECIFICATION SECTION, 26 2413 SWITCHBOARDS
- STATIC TRANSFER SWITCH 800 AMP STS-1, per PROVIDED SPECIFICATION SECTION, 26 3613 STATIC TRANSFER SWITCHES
- STATIC TRANSFER SWITCH 600 AMP STS-2, per PROVIDED SPECIFICATION SECTION, 26 3613 STATIC TRANSFER SWITCHES
- Provide: Fault-current analysis, Coordination study and device settings & Arc-flash hazard analysis per PROVIDED SPECIFICATION SECTION, 26 0573 – OVERCURRENT PROTECTIVE DEVICE COORDINATION STUDY
- Factory Start Up, Special Warranty and User Training per specification sections
- UPS #2 and ASSOCIATED BATTERY STRINGERS, IF BID OPTION #1 IS EXERCISED, per PROVIDED SPECIFICATION SECTION, 26 3353 STATIC UNINTERRUPTIBLE POWER SUPPLY

Factory compliant start-up of all furnished equipment and full manufacturer warranty as outlined in AOC provided drawings and specifications. Warranties listed in the specification sections are required in addition to the warranties stated within Section I of the IFB. The period “from date of Final Acceptance” is defined to mean “from date of final completion of all manufacturer compliant commissioning requirements/service and equipment and systems tests.”

## **5.0 Specific Requirements**

**5.1 Bid Submission.** See 52.214-5 Submission of Bids (Mar 1997); AOC52.214-1 Submission of Bids – Supplement (Jan 2011); and AOC52.214-2 “Public Bid Opening (Nov 2009)” all of Section L of the IFB.

**5.2 Discuss Travel Costs.** Any costs associated with travel for contractor personnel shall be included in Itemized Line Item 10 – Factory Start Up, Warranty and User Training per specification sections.

**5.3 Deliverables and Reports.** Contractor shall provide all equipment submittals for AOC approval prior to manufacturing. Contractor shall provide all start-up/commissioning reports, operation and maintenance manuals, and warranty documentation for all supplied equipment prior to final payment. See Milestone Schedule for specifics, as follows:

Milestone Schedule		
Milestone/Party Responsible	Due Date	Total Days
Listing of all required data for the Contractor to perform the power system studies IAW Spec. Section 26 0573 - Contractor	Five (5) calendar days from award	N/A
Kick-Off Meeting – AOC and Contractor. The AOC will provide, at the Kick-Off Meeting, all required data for the Contractor to perform the power system studies IAW Spec. Section 26 0573	Seven (7) calendar days from award	7
All Informational Submittals – Contractor submission	Fourteen (14) calendar days from kick-off meeting	N/A
All information Submittals – AOC Review/Approval	N/A	N/A
Preliminary Electrical System Study inclusive of all studies and analysis within Spec. Section 26 0573 – Contractor submission	Fourteen (14) calendar days from kick-off meeting	N/A
Preliminary Electrical System Study inclusive of all studies and analysis within Spec. Section 26 0573 – AOC Review/Approval	Seven (7) calendar days after receipt	N/A
Final Electrical System Study inclusive of all studies and analysis within Spec. Section 26 0573 – Contractor submission	Thirty-nine (39) calendar days from approval of preliminary study	N/A
Final Electrical System Study inclusive of all studies and analysis within Spec. Section 26 0573 – AOC Review/Approval	Twenty-one calendar days after receipt	N/A
All Action Submittals; except those listed in Spec. Section 26 0573, and Quality Control Plan – Contractor	Twenty (20) calendar days after kick-off meeting	27

submission		
All Action Submittals; except those listed in Spec. Section 26 0573 – AOC Review/Approval	Twenty-one (21) calendar days after receipt	48
Commissioning Plan IAW Manufacturer requirements – Contractor submission	120 calendar days from contract award	N/A
Commission Plan – AOC Review/Approval	N/A	N/A
User Training Plan – Contractor submission	120 calendar days from approval of all action submittals	N/A
User Training Plan – AOC Review/Approval	Seven (7) calendar days after receipt of User Training Plan	N/A
Equipment Required Delivery Date – Contractor	Ninety (90) calendar days after approval of all Action Submittals; except the Final Electrical System Study inclusive of all studies and analysis within Spec. Section 26 0573	138
Installation of Equipment Period – AOC*	NLT 180 calendar days after delivery	318
Issuance of 1 <sup>st</sup> Notice to Proceed for Manufacturer Compliant Commissioning requirements/service and user training – AOC	Fourteen (14) calendar days from completion of equipment installation	332
Commissioning Requirements to include Start-up and functional testing of all installed equipment – Contractor** AND User Training: LOC employees on equipment and system use and maintenance - Contractor	Within thirty (30) calendar days of receipt of the NTP, these services shall commence and be completed within fifteen (15) calendar days	377
All Close-out Submittals – Contractor submission	14 calendar days from completion of equipment commissioning	391
All Close-out Submittals – AOC Review/Approval	7 calendar days after receipt of all close-out submittals.	398

\*The Government will complete the installation of all equipment NLT 180 calendar days after receipt of all Itemized Line Nos. 1-9 and 11, if Bid Option #1 is exercised. As such, the remaining work and total days to complete the contract work may adjust downward commensurately.

\*\*see AOC52.228-2 Insurance – Work on a Government Installation (May 2008) of Section I for submission requirement.





**5.4 Delivery Instructions.** Equipment deliveries shall be made in accordance with AOC Clause AOC52.223-8 “Delivery Vehicle Inspection” of Section G of the IFB. Submittals shall be delivered via email to the AOC-COTR. See Item 1.20 “Points of Contract,” herein.

**5.5 Inspection and Acceptance.** Inspection and Acceptance shall be accomplished in accordance with FAR clauses 52.246-2 “Inspection of Supplies – Fixed Price (Aug 1996)” and 52.246-4 “Inspection of Services – Fixed Price (Aug 1996)” of Section E of the IFB.

**5.6 Procedures for Payment.** Invoicing/Payments shall be performed in accordance with Clause AOC52.232-1 “Payment Requests (Feb 2016)” and AOC52.232-6 “Payment by Electronic Fund Transfer (Mar 2012)” both of Section I of the IFB. Payment for all equipment shall be made in accordance with the following schedule:

Payments	Description
75% upon delivery and acceptance	Bid Base: Itemized Nos. 1-9 of Section B
25% after completion of on-site manufacturer compliant commissioning requirements, equipment and systems tests, and user training	Bid Base: Itemized Nos. 1-9 of Section B
75% upon delivery and acceptance	Bid Option 1: Itemized No. 11 of Section B
25% after completion of on-site manufacturer compliant commissioning requirements, equipment and systems tests, and user training	Bid Option 1: Itemized No. 11 of Section B

Enclosures:  
See listing under Item 1.19 “Applicable Documents”